

**CITY OF JONESBORO  
WORK SESSION  
170 SOUTH MAIN STREET  
May 3, 2021 – 6:00 PM**

**MINUTES**

The City of Jonesboro Mayor & Council held their Work Session on Monday, May 3, 2021. The meeting was held at 6:00 PM at the Jonesboro Police Station, 170 South Main Street, Jonesboro, Georgia.

**I. CALL TO ORDER - MAYOR JOY B. DAY**

Attendee Name	Title	Status	Arrived
Pat Sebo-Hand	Mayor Pro-Tem	Present	
Bobby Lester	Councilmember	Present	
Tracey Messick	Councilmember	Present	
Billy Powell	Councilmember	Absent	
Donya Sartor	Councilmember	Present	
Ed Wise	Councilmember	Present	
Joy B. Day	Mayor	Present	
Ricky L. Clark	City Manager	Absent	
Pat Daniel	Assistant City Clerk	Present	
David Allen	Community Development Director	Present	
Joe Nettleton	Public Works Director	Present	
Cable Glenn-Brooks	Executive Assistant	Absent	
Derry Walker	Chief Code Officer	Present	
Tommy Henderson	Chief of Police	Present	
Ken Thompson	Finance Director	Present	
Kelli Duffy	Municipal Court Clerk	Present	
Maria Wetherington	Assistant	Present	

**II. ROLL CALL - PATRICIA DANIEL, ASSISTANT CITY CLERK**

**III. INVOCATION - MOMENT OF SILENCE**

**IV. ADOPTION OF AGENDA**

1. Motion to adopt the agenda with the following amendments.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Pat Sebo-Hand, Mayor Pro-Tem
<b>SECONDER:</b>	Ed Wise, Councilmember
<b>AYES:</b>	Sebo-Hand, Lester, Messick, Sartor, Wise
<b>ABSENT:</b>	Powell

Remove item V, presentation regarding the Atlanta Regional Commission's Georgia Commute Options Initiative.

**V. PRESENTATIONS**

## VI. WORK SESSION

1. Council to consider a Conditional Use Permit Application, 20-CU-012, for an outdoor event center, by Cyrel D. Foote, Jr. for property at 127 Jonesboro Road (Parcel No. 13240B E001), Jonesboro, Georgia 30236.

<b>RESULT:</b>	<b>PUBLIC HEARING REQUIRED</b>	<b>Next: 5/10/2021 6:00 PM</b>
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Mr. David Allen noted Condition Number Four (4) A minimum 50-foot wide buffer shall be maintained between built elements (including paved parking areas) of proposed facility and any adjacent, residentially zoned property.

### Questions and Concerns

**Councilmember Sartor** Asked where the inflatables will be placed during an event and will the inflatables remain inflated after an event?

*Mr. Allen* advised that the inflatables will be on the North end of the property which will be fenced in with evergreen hedges. The inflatables will be deflated and stored in the garage once the events are over.

**Councilmember Lester** expressed his concern with children running out into the street.

*Mr. Allen* advised that the Jonesboro Rd driveway will be exit only and all children's activities will be contained in the fenced area.

The LED sign is not for Mayor and Council consideration; it will be reviewed by Design Review Commission.

2. Council to consider a Conditional Use Permit Application, 21-CU-004, for massage therapy, by Sam Jonathan Holdings LLC, property owner, and Betty Abraham, applicant, for property at 149 South McDonough Street (Parcel No. 13241D F007), Jonesboro, Georgia 30236.

<b>RESULT:</b>	<b>PUBLIC HEARING REQUIRED</b>	<b>Next: 5/10/2021 6:00 PM</b>
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3. Council to consider a Conditional Use Permit Application 20-CU-006 for a retail cigar shop and cigar lounge, by Antonio Miller, pending property owner and applicant, for property at 171 North Main Street (Parcel No. 13240D C002), Jonesboro, Georgia 30236.

<b>RESULT:</b>	<b>PUBLIC HEARING REQUIRED</b>	<b>Next: 5/10/2021 6:00 PM</b>
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Mr. Allen advised that an independent ventilation/filtration system must be installed. No outside seating will be permitted.

### Questions and Concerns

**Councilmember Sebo-Hand** asked the capacity of the building.

*Mr. Antonio Miller, applicant* advised that the capacity is controlled by the state issuance of the Alcohol License and the Certificate of Occupancy issued by the Fire Marshal.

4. Council to consider a Conditional Use Permit Application 21-CU-007 for an Air BnB / short term rental, by Kenneth Gipson, property owner and applicant, for property at 111 Stockbridge Road (Parcel No. 13241B C006), Jonesboro, Georgia 30236.

**RESULT:**

**PUBLIC HEARING REQUIRED**

**Next: 5/10/2021 6:00 PM**

Should the Mayor and Council approve the request, the following conditions should apply:

1. The rear bathroom shall be permitted and inspected prior to commencement of the residence as an Air BnB / short term rental.
2. All requirements of Chapter 18 shall be documented to have been met prior to issuance of a City business license.
3. The subject property shall be restricted to two people per bedroom (maximum of four people). No other areas outside of the existing bedrooms shall be considered sleeping areas.
4. No other bedrooms shall be added without prior approval of the City.
5. Any future exterior renovations to the residence shall be subject to approval by the Design Review Commission and the Historic Preservation Commission.

A report from a certified home inspector verifying that the rental unit is in compliance with life safety and habitability codes, including an evaluation of the floor plan for the unit, verifying that all rooms meet applicable Code requirements. This seems to indicate a private inspector would be used. However, as part of each business in the City's annual renewal process, a safety inspection by Safebuilt and the County Fire Marshal is usually required.

Mr. David Allen will provide additional information distinguishing Boarding Houses and Short Term Rentals.

5. Council to consider a Conditional Use Permit Application 21-CU-008 for a dance studio and outreach, by Anne H. Choi, property owner, and Benneika Walker, applicant, for property at 1423 Stockbridge Road (Parcel No. 12017B A003), Jonesboro, Georgia 30236.

**RESULT:**

**PUBLIC HEARING REQUIRED**

**Next: 5/10/2021 6:00 PM**

Ms. Bennika Walker, applicant was present to provide additional information relative to the daily operation of the business.

Ms. Tiffany Hammond, parent of a student currently enrolled spoke in favor of the dance studio

6. Council to consider a City-initiated map amendments to the Official Zoning Map 21-MA-003 Ord. 2021-010, and corresponding Zoning Map Update, for re-zonings of properties located at 155 Lee Street (Parcel 13241A A016), Jonesboro, Georgia 30236, and 144 Smith Street (Parcel 13241A A013) from Office & Institutional (O-I) to City Center Mixed Use (CCM).

**RESULT:**

**PUBLIC HEARING REQUIRED**

**Next: 5/10/2021 6:00 PM**

These re-zonings (map amendments) were initiated by the City of Jonesboro, as some of the properties that will comprise the City Center project. All subject parcels will be combined in one plat and need to be rezoned to one unified zoning - the new City Center Mixed Use District

(CCM). Being a government-initiated rezoning, these amendments do not require public notice.

- 155 Lee Street (Parcel 13241A A016), Jonesboro, Georgia 30236, and 144 Smith Street (Parcel 13241A A013) from Office & Institutional (O-I) to City Center Mixed Use (CCM).
  - The remaining City Center properties, 158 and 160 Smith Street and 204 Fayetteville Road, have not finalized their closings yet, and their re-zonings will be addressed in the near future.
7. Council to consider City-initiated map amendments to the Official Zoning Map 21-MA-004 Ord. 2021-011, and corresponding Zoning Map Update, for re-zonings of properties located at 152 Smith Street (Parcel 13241A A012), Jonesboro, Georgia 30236, 102 Burnett Street (Parcel 13241A A011), 103 Burnett Street (Parcel 13241A A010), 101 Burnett Street (Parcel 13241A A009), 0 Burnett Street (Parcel 13241A A008), 156 Smith Street (Parcel 13241A A007), and 206 Fayetteville Road (Parcel 13241A A003) from Single-Family Residential (R-4) to City Center Mixed Use (CCM).

<b>RESULT:</b>	<b>PUBLIC HEARING REQUIRED</b>	<b>Next: 5/10/2021 6:00 PM</b>
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These rezonings (map amendments) were initiated by the City of Jonesboro, as some of the properties that will comprise the City Center project. All subject parcels will be combined in one plat and need to be rezoned to one unified zoning - the new City Center Mixed Use District (CCM). Being a government-initiated rezoning, these amendments do not require public notice.

- 152 Smith Street (Parcel 13241A A012), Jonesboro, Georgia 30236, 102 Burnett Street (Parcel 13241A A011), 103 Burnett Street (Parcel 13241A A010), 101 Burnett Street (Parcel 13241A A009), 0 Burnett Street (Parcel 13241A A008),
  - 156 Smith Street (Parcel 13241A A007), and 206 Fayetteville Road (Parcel 13241A A003) from Single-Family Residential (R-4) to City Center Mixed Use (CCM). -
8. Council to consider approval of the City Zoning Map update and re-adoption Ord. 2021-012, based on recent rezonings.

<b>RESULT:</b>	<b>PUBLIC HEARING REQUIRED</b>	<b>Next: 5/10/2021 6:00 PM</b>
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(CCM). - The remaining City Center properties, 158 and 160 Smith Street and 204 Fayetteville Road, have not finalized their closings yet, and their rezonings will be addressed in the near future.

9. Council to consider a Conditional Use Permit Application 21-CU-005 for massage therapy, by McKenzie Brothers Realty, LLC, property owner, and Nikki Fisher, applicant, for property at 120 North McDonough Street (Parcel No. 13241B F004), Jonesboro, Georgia 30236.

<b>RESULT:</b>	<b>PUBLIC HEARING REQUIRED</b>	<b>Next: 5/10/2021 6:00 PM</b>
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10. Council to consider approval of a proposal by and between the City of Jonesboro to develop a custom iphone and android app to allow for ease of city services.

**RESULT:****NO ACTION TAKEN****Next: 5/10/2021 6:00 PM**

The new City of Jonesboro mobile app will be free for citizens and stakeholders to download and will provide features designed to enhance communication and increase community partnerships.

The mobile app will be built to improve citizens' access to city services, events, and facilities. The app will include unlimited push notifications including an integrated National Weather Service feed, with a fully customizable alert system that will automatically push timely and relevant weather alerts to citizens without effort by city employees.

The app will also be integrated with all city social media accounts. The app will include a user-friendly App Control Panel so that city officials can push notifications to app users and simultaneously post to all social media accounts, reducing duplication of efforts.

The main screen of the app will be dedicated to the city government of Jonesboro and will include features such as, City News & City Events features with push notification capability. A Mayor's Office feature will provide a submenu of features such as, Mayor's Welcome, Online City Code, City Budget, and Blueprint Jonesboro.

The City Managers feature will provide a comprehensive Staff Directory and a Code Enforcement feature that will include a form that allows citizens to report suspected code violations directly to the Code Enforcement Officer. A Join Our Team feature will allow the city to post job opportunities and begin the application process. The main screen will also include a One Jonesboro feature that will allow citizens to report maintenance issues to the city officials according to the same maintenance categories listed in the current One Jonesboro app.

Total cost for one (1) year will be \$7,995.00 with an annual renewal of \$4,495.00.

**Questions and Concerns**

**Councilmember Sartor** asked if there was an RFP procedure in place for purchases over \$5,000.00?

**Mayor Day** replied that there are a limited number of companies that provide this type of service. Additionally advising that if work is being provided for the City, a RFP for specialty products or sole sourcing, a RFP is not required.

11. Council to consider approval of a Memorandum of Understanding by and between the City of Jonesboro and Clayton County to provide for the transfer of responsibilities for the permits, inspections, reviews, issuances of certificates of occupancy and submittals for the proposed Clayton County Fuel Station project located at 1030 Post Way.

**RESULT:****CONSENT AGENDA ITEM****Next: 5/10/2021 6:00 PM**

Clayton County is in the process of beginning preliminary work for their new fueling facility. Clayton County identified an alternative site that is located adjacent to the Clayton County Jail (closest intersection is Post Way and Poston Rd). The proposed New Clayton County Fueling Station Facility will serve as the primary fueling facility for all Clayton County vehicles from various departments to include all gasoline and diesel fuel vehicles (this also includes City Vehicles).

As with other governmental construction projects, the County is requesting approvals from the City to transfer all responsibilities for the permits, inspections, reviews, certificate of occupancy and submittals to the County. During the Inspection Portion of the Project, the City will transfer its rights and responsibilities as the host jurisdiction of the Project to the County. The City will relinquish any responsibilities including

the collection of any fees associated with inspections and permits to the County and the City will not assume any liability as a result of the County assuming responsibility of the Inspection Portion of the Project.

The County will assume all responsibility during the Inspection Portion of the Project and will not be required to submit any fees associated with the Inspection Portion of the Project to the City. However, as the inspecting agency of the Project, the County assumes all liability and releases the City from any liability and responsibility regarding the safety and occupancy of the Project. The County shall ensure the Project is constructed and maintained in accordance with the City Code.

12. Council to consider approval of Local Maintenance and Improvement Grant Projects for FY' 2021. Project includes the following roads:
- Cloud Street between Church Street and South Avenue
  - Mercer Court between Mercer Drive and Cul-de-sac
  - Mercer Drive between Lake Jodeco Road and Dead End
  - North Lake Drive between N. McDonough Street and Dead End
  - West Avenue between North Avenue and Spring Street

<b>RESULT:</b>	<b>CONSENT AGENDA ITEM</b>	<b>Next: 5/10/2021 6:00 PM</b>
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Proposed Roadway Improvements

Cloud Street beginning at Church Street ending on South Avenue; 0.43 miles Milling, patching and resurfacing, striping. The City's estimated cost will be \$52,920.00

Mercer Court beginning at Mercer Drive ending in the Cul-de-sac; 0.05 miles Milling, patching and resurfacing. The City's estimated cost will be \$9,873.00 (May 2021)

Mercer Drive beginning at Lake Jodeco ending at the Dead End; 0.17 miles Milling, patching, resurfacing and striping. The City's estimated cost will be \$23,018.00

North Lake beginning at Drive N. McDonough Street ending at the Dead End; 0.41 miles Milling, patching, resurfacing and striping. The City's estimated cost will be \$42,769.00

West Avenue beginning at North Avenue ending at Spring Street 0.43 miles Milling, patching, resurfacing and striping. The City's estimated cost will be \$63,703.00

13. Council to consider approval of the acquisition of three additional software modules from ADP to be funded through savings from a guaranteed three-year price agreement.

<b>RESULT:</b>	<b>CONSENT AGENDA ITEM</b>	<b>Next: 5/10/2021 6:00 PM</b>
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As we continue our effort to streamline processes, approval of three additional modules in Workforce Now (ADP) is requested.

1. The automation of Onboarding (completion of forms online)
2. Performance and Goal Management (electronic performance reviews)
3. Recruitment and Talent Acquisition (job posting and interview scheduling).

As a part of this proposal implementation fees of \$6,000 (\$2,000 per module) are waived. Automating the workflow of Compensation Management is also included.

Normal increases are 2 to 3 % per year. The elimination of the delivery of paper copies of payroll

statements is also saving approximately \$738.00 per year.

The cost of the additional investment to add the modules is \$2,805.00 on an annual basis. Savings from the three-year agreement and the elimination of courier services is approximately \$3,149.00 on an annual basis. That is a net savings of approximately \$344.00 per year. Charges are based on the number of active employees at the time services are billed each month.

14. Council to consider approval of a Lighting Services Agreement by and between the City of Jonesboro and Georgia Power for the installation of 13 LED Post Tops & 14 Area Lights for the Jonesboro City Center facility.

<b>RESULT:</b>	<b>CONSENT AGENDA ITEM</b>	<b>Next: 5/10/2021 6:00 PM</b>
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As with previous contracts, we are seeking to pay an upfront cost to ensure that our monthly bill is as low as possible. With the proposed agreement, Georgia Power will retain ownership of the entire system which includes materials & labor. The current proposal calls for the installation of (13) 98 w LED Post Tops (Black) and (14) 71 w LED area fixtures (Black). In keeping with the lighting around our community, we have selected light fixtures that closely mirror those in other parks. All of the poles will be mounted on bases. The option for receptacles and banner arms is not possible due to time length of 16 weeks not available for material to arrive. The City of Jonesboro is aware that the poles installed for this job, will not have banners arms or receptacles, however, each pole will be mounted on bases. Our total up front cost would be \$93,000.00.

15. Council to consider approval of an agreement by and between the Atlanta Gas Light Company (Southern Company Gas) and the City of Jonesboro for non-residential gas extension at the new Jonesboro City Center.

<b>RESULT:</b>	<b>CONSENT AGENDA ITEM</b>	<b>Next: 5/10/2021 6:00 PM</b>
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In line with the construction of the new Jonesboro City Center, staff is seeking approval to procure Southern Company Gas for the natural gas service to the roof top HVAC units. If approved, Southern Company Gas will install gas facilities, including 1 gas meter to service the units. Upon approval of their work, our General Contractors will proceed with adding the actual units. The total estimated cost to service the units is \$7,781.21.

16. Council to consider approval of the purchase of training and duty ammunition for 9mm pistols.

<b>RESULT:</b>	<b>CONSENT AGENDA ITEM</b>	<b>Next: 5/10/2021 6:00 PM</b>
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Council approved the purchase of 9mm handguns for the police department on February 1, 2021. The requested purchase of ammunition is required for use with the 9mm pistols. The ammunition will be utilized for the purpose of training and for use while on-duty.

To accommodate training and to qualify with the new weapons, the police department is requesting a larger than normal order of ammunition, as all officers will be transitioned to the 9mm handgun. This purchase is goal related as it coincides with the goal of all police officers using the same handgun.

The breakdown in cost is as follows:

3 Cases of 9mm 147gr Ranger JHP Bonded; 500 rounds per case, \$179.68 each totaling \$539.04

30 Cases of 9mm 124gr FMJ Ranger; 500 rounds per case, \$109.95 each totaling \$3,271.50

Freight \$40.00

Grand Total \$3,850.54

17. Council to consider a revised text amendment, 21-TA-006, Ord. 2021-009, to the City of Jonesboro Code of Ordinances, with the addition of Section 86-119 "City Center Mixed-Use District" to Chapter 86 - Zoning, Article V – District Standards and Permitted Uses, of the City of Jonesboro Code of Ordinances.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Pat Sebo-Hand, Mayor Pro-Tem
<b>SECONDER:</b>	Ed Wise, Councilmember
<b>AYES:</b>	Sebo-Hand, Lester, Messick, Sartor, Wise
<b>ABSENT:</b>	Powell

The proposed City Center Mixed Use District zoning category is designed to govern the usage and design of development around the properties adjacent to Jonesboro City Center and Lee Street Park. (It could extend to properties across from Smith Street and other nearby streets in the future.)

The new District is an "amplification" of the current Mixed-Use District, with an exclusive selection of permitted uses for these premium properties in the City. The new District also incorporates quality design and building material standards, most recently reflected in the Active Senior Overlay District and the Gateway South Overlay District.

18. Motion to lift item from the table for discussion.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Pat Sebo-Hand, Mayor Pro-Tem
<b>SECONDER:</b>	Ed Wise, Councilmember
<b>AYES:</b>	Sebo-Hand, Lester, Messick, Sartor, Wise
<b>ABSENT:</b>	Powell

19. Councilwoman Sebo-Hand requests discussion regarding crosswalk safety in front of the Fig Tree Cafe.

**Councilmember Sebo-Hand** expressed her concerns as well as citizen concerns relative to the safety of the pedestrian walkway in front of Fig Tree Café on Main Street.

**Concerns and Questions:**

**Councilmember Sebo-Hand** suggested illuminated pedestrian crossing signage.

**Councilmember Wise** stated that Tybee Islands uses a similar type as the example provided. Additionally, adding that the flashing signage is very effective.

Upon discussion and in light of the opening of Broad Street and other businesses opening on Main Street, it is consensus of Mayor and Council that a resolution to this concern is established soon.

**VII. OTHER BUSINESS**

- A. Executive Session regarding potential litigation and personnel related matters.



1. Motion to enter into Executive Session pergarding potential litigation and personnel related matters at 7:55 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ed Wise, Councilmember
<b>SECONDER:</b>	Bobby Lester, Councilmember
<b>AYES:</b>	Sebo-Hand, Lester, Messick, Sartor, Wise
<b>ABSENT:</b>	Powell

2. Motion to adjourn Executive Session and resume the Work Session at 8:28 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Tracey Messick, Councilmember
<b>SECONDER:</b>	Donya Sartor, Councilmember
<b>AYES:</b>	Sebo-Hand, Lester, Messick, Sartor, Wise
<b>ABSENT:</b>	Powell

## VIII. ADJOURNMENT

1. Motion to adjourn at 8:30 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ed Wise, Councilmember
<b>SECONDER:</b>	Bobby Lester, Councilmember
<b>AYES:</b>	Sebo-Hand, Lester, Messick, Sartor, Wise
<b>ABSENT:</b>	Powell

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JOY B. DAY – MAYOR

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RICKY L. CLARK, JR. – CITY MANAGER